



Application for Certificate of Occupancy Tenant Occupancy

Date: _____

☐ New Business

☐ C of O Re-issue

Please Note

- You do not need to complete this form if you are doing any construction work that will require a permit (such as walls or partitions, making additions and/or renovations to the electrical, plumbing, or heating/cooling systems, signage, etc.) For this type of work, you must submit plans to the Planning and Development counter for review, and obtain a building permit. After the work is complete and approved by the City's inspector, you must then request a Certificate of Occupancy inspection.
- If you do not obtain the required permits, the City will issue a Stop Work Order, and you will be assessed twice the normal building permit fees.
- The minimum fire extinguisher rating requirement is 2a 10bc. One extinguisher is required for every 3,000 square feet, or 75 feet travel distance
- If hazardous chemical are on the site an electronic Hazardous Materials Inventory Statement (HMIS) shall be required.

Applicant Name	Business Owner Name (if different)	Applicant/Contact Phone No.
Business Name		Business Phone No.
Business Address (including building or suite numbers)		City/State/Zip
Nature of Business		Building/Shopping Center Owner
Lease Space Sq. Ft.	No. of Employees	No. of Exits
No. of Restrooms	Public Access to Restrooms <input type="checkbox"/> Yes (requires that two (2) restrooms be equipped for handicapped use. <input type="checkbox"/> No	
Applicant Signature		

City Use Only		
Zoning	Occupancy Classification	Applicable Code Edition
Fixed Property Use	Remarks	
Zoning Approved By		Date
Address Verified By		Date
Certificate of Occupancy <input type="checkbox"/> Existing <input type="checkbox"/> Required	Approved to Issue By	Date

Mailing Address:
P.O. Box 4008, MS 406
Chandler, Arizona 85244-4008

**Planning and Development Department
Development Services Division
215 E. Buffalo St., Chandler Arizona 85225**

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